

1 April 1982

MEMORANDUM FOR: Chief, Administrative Staff

FROM: Deputy Director, Office of SIGINT Collection

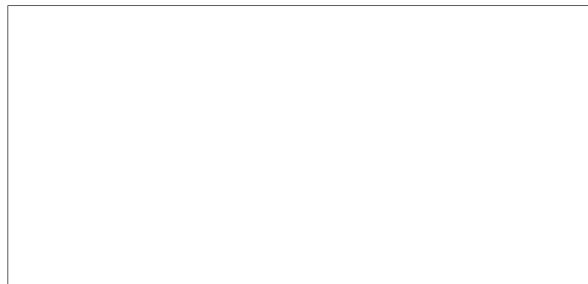
SUBJECT: Acquisition of New Copier

1. Purpose: This memorandum requests the acquisition of a new copier to replace the Xerox 4500 located in Room 5E25, Headquarters.

2. Background: Prior to OSC occupying this area, and prior to relocation of several offices of the IC Staff in Headquarters, (including establishment of a Registry in 5E25), the present machine was adequate. However, since October the copier has received increasingly intensive use and due to its limited capabilities we believe a more sophisticated machine is needed. Recently, the repair service has increased to 1 or 2 times per week. With the current and anticipated needs of the IC Staff elements at Headquarters (approximately 35,000 to 40,000 copies per month), a Xerox 5600 would better accommodate the growing requirement. Attached is a listing of the average number of copies needed for each document disseminated by the various ICS elements now located in Headquarters. The length of the documents distributed by these offices varies from 1 to 50 or 60 pages in length. Not taken into account in this listing is the regular copying that must be done on a day-to-day basis, which also involves non-ICS offices in the area. With the present equipment, the Registry personnel must hand feed each document through the machine up to 3 or 4 times to accomplish one distribution. With the Xerox 5600, only one handling of each document would be necessary, since the machine is equipped with an automatic feeding mechanism and will collate the number of copies needed for distribution. This would cut down on the time that the Registry person must spend on copying and allow him/her more time to devote to the many other Registry functions.

3. Recommendation: Your approval and further action to obtain a Xerox 5600 for operation in Room 5E25.

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